

Iowa Department of Administrative Services – Human Resources Enterprise
Classification Series Guidelines

Disability Examiner Series

Classes in the Series

<u>Class Code</u>	<u>Class Title</u>
03174	Disability Examiner
03177	Disability Examiner Specialist
03178	Disability Examiner Specialist, Advanced

Series Concept

Classes in this series are responsible for adjudicating claims for disability benefits under the federal Social Security Disability (Title II) and Supplemental Income Disability Program (Title XVI) guidelines or providing specialized services to the bureau that require particular program expertise. Duties include obtaining medical, vocational, and other evidence; analyzing the evidence and drawing conclusions; making disability eligibility determinations; and performing other related activities to support the mission of the organization.

Exclusions

Positions in the Disability Determination Services Bureau that perform agency/statewide program planning, training, technical consultation, and monitoring/evaluation duties should be classified in the Resource Manager job class.

Class Distinctions

Disability Examiner

This is the entry and full performance level of the series. It requires position incumbents to demonstrate the competencies necessary to perform, with minimal assistance, the key tasks required for adjudication of all types of disability cases/claims (adult, child, and continuing disability) and an advanced vocational analysis and assessment of residual functional capacity. The training period may be up to three years and incumbents will work closely with and be mentored by Disability Examiner Specialists. Especially complex or difficult issues will be referred to higher-level positions.

Disability Examiner Specialist

Positions at this level handle all types of cases including the most difficult/complex issues and first-level appeals. They act as on-the-job mentors or reference sources for Disability Examiner positions, perform advanced vocational analysis and assess residual functional capacity with little assistance from medical consultants.

Disability Examiner Specialist, Advanced

Positions perform consultative and specialized services for the entire bureau (statewide) or an operational unit. They are established experts in one of several key program areas (e.g., quality assurance, training, and professional relations) or may function as lead workers. Incumbents use their expertise to affect the work of others throughout the bureau.

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